



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF PLUMBING AND HVACR EXAMINERS**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF PLUMBING &amp; HVACR EXAMINERS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, November 10, 2015 at 8:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon
<b>MINUTES APPROVED:</b>	January 12, 2016

**MEMBERS PRESENT**

Charles Robbins, Professional Member, President  
Frank Beebe, Professional Member  
John Mills, Professional Member  
Harold Caswell, Professional Member, Vice President  
Craig Tenaro, Professional Member  
James Anderson, Public Member  
Sheila Littleton, Public Member  
John Brady, Public Member

**MEMBERS ABSENT**

Matthew Reilly, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Latonya Brown, Administrative Specialist II

**OTHERS PRESENT**

Raymond Davidson, DPH  
Kenneth Shibla Jr., Applicant  
Kenneth Shibla Sr.

**CALL TO ORDER**

Mr. Robbins called the meeting to order at 8:50 am.

**REVIEW OF MINUTES**

A motion was made by Mr. Beebe, seconded by Mr. Caswell, to approve the October 13, 2015 minutes. The motion carried unanimously.

**UNFINISHED BUSINESS**

Re-Review of Applications

A motion was made by Mr. Robbins, seconded by Mr. Beebe, to approve David Watson to take the Master HVACR Exam. The motion carried unanimously.

A motion was made by Mr. Robbins, seconded by Mr. Beebe, to approve Joshua Mendick to take the Master HVACR Exam. The motion carried unanimously.

A motion was made by Mr. Robbins, seconded by Mr. Beebe, to propose to deny the Master HVACR application of Jose Colon. Mr. Colon needed to show proof of 7 years supervision under a Master HVACR licensee. The motion carried unanimously.

#### Review and Discussion of Order

##### Matthew Price

A motion was made by Mr. Caswell, seconded by Mr. Mills, to approve and sign the Order for Matthew Price. The motion carried unanimously.

#### **NEW BUSINESS**

##### Review of Examination Applications

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Adam Clapson to take the Master HVACR Exam. The motion carried unanimously.

A motion was made by Mr. Caswell, seconded by Mr. Tenaro, to approve Kevin Wright to take the Master HVACR By-Pass Exam. The motion carried unanimously.

A motion was made by Mr. Brady, seconded by Mr. Mills to amend the agenda to include the Master HVACR application of Kenneth Shibla. The motion carried unanimously.

A motion was made by Mr. Brady, seconded by Mr. Mills to table the Master HVACR application of Kenneth Shibla. The Board is requesting proof of experience for the past 7 years, schedules C's, and a list supervisors and their qualifications.

##### Review of Reciprocity Applications

A motion was made by Mr. Mills, seconded by Mr. Tenaro, to approve the Master HVACR application of Ricky Sgro. The motion carried unanimously.

A motion was made by Mr. Mills, seconded by Mr. Tenaro, to approve the Master Plumber application of John Gallagher. The motion carried unanimously.

##### Ratification of Applications

A motion was made by Mr. Brady, seconded by Mr. Caswell, to ratify the applications of Edward Smith, MD (Master HVACR), and Robert Prelewicz, CT (Master Plumber). The motion carried unanimously.

##### Complaint Status

34-03-15 Open  
34-04-15 Open  
34-06-15 Closed  
34-07-15 Referred to AG

#### **OTHER BUSINESS BEFORE THE BOARD**

##### Review of NCC Hood Examination

The Board will discuss this at the next scheduled board meeting.

### CFC Card

DPR needed clarification of whether the Universal CFC card is required when applying for a Master HVACR. Mr. Maloney referred to Section 3.1.3 of the Rules and Regulations. As for now DPR must request a Universal card for a Master. The Board decided to discuss this at the next scheduled meeting.

### Conference Call with Prometric

Ms. Brown contacted Desmond Stewart from Prometric for a conference call with him so the Board could clarify any questions they may have regarding the exam. Also on the conference call was Julie Morby, the Test Development Supervisor and Kate Hill, the Senior Manager of Test Development at Prometric.

Mr. Robbins questioned if Prometric could develop and administer a test for commercial hoods installation (a specialty for HVACR Restricted license) based off the 2015 International Mechanical Code and any other regulations such as fire suppression or speaking to the Fire Marshall. Mr. Stewart stated that the Plumbing and HVACR exams based on the 2015 IPC and IMC is in development now and is scheduled to deploy the second quarter of next year. Mr. Robbins stated that the commercial hoods exam that Ms. Brown found was from 2006. Ms. Brown stated that the commercial hoods exam has not been administered since her employment, at least for the last 3 years. Ms. Morby questioned that if the Board has a description of the past exam, it would be more economically viable if they could mimic that test. Mr. Robbins stated that the test that the board was provided by DPR only consisted of 22 questions. Ms. Morby stated that the norm is to have 50-60 questions. Mr. Stewart questioned the Board about how many candidates will be taking the commercial hood exam per year. Ms. Brown stated that it will probably consist of around a dozen candidates or less. Mr. Stewart stated that depending on the amount of candidates that take the test, it may not be able to be done.

Mr. Mills inquired if Prometric has an exam specifically for the HVACR Restricted license or would the applicant take the full Master HVACR exam. Mr. Stewart advised that they have levels; they provide commercial air conditioning exam and a residential air conditioning exam. They also provide master limited and master unlimited, it really varies.

Mr. Mills stated that he noticed Prometric offers the journeyman exam for anyone who has gone through a National Accredited Apprenticeship program. The reason he is stating this is because in DE the bypass exam is offered through the Vocational Technical schools and it would make sense to utilize the exam Prometric uses to test a Journeyperson. Mr. Mills also wanted to clarify if the journeyman level exam that Prometric administers is in accordance with the National Apprenticeship programs. Mr. Stewart was not sure if that was necessarily the number one thing that was considered when they developed the exam. Mr. Robbins requested that Mr. Stewart research the question and let Ms. Brown know so that she can relay it back to the Board. Mr. Stewart stated that the board may want to review the content on some of the exams offered. For security reasons Mr. Stewart cannot fax or email the exam but will provide the exam personally. Mr. Robbins advised Mr. Stewart that the Board plans to meet with the 3 vocational tech schools after the New Year and it would be feasible for him to attend. Mr. Stewart stated that he will try to make that meeting.

### **PUBLIC COMMENT**

### **NEXT SCHEDULED MEETING**

The next board meeting will be held on January 12, 2016 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

A motion was made by Mr. Beebe seconded Mr. Tenaro, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 9:46 am.

Respectfully submitted,

A handwritten signature in black ink, reading "LaTonya Brown". The signature is written in a cursive, flowing style.

**LaTonya Brown**  
Administrative Specialist II